Lesson: Lesson 6: Using Charts in a Presentation

Multiple Choice

1. The Insert Chart dialog box allows you to \_\_\_\_\_\_\_\_\_\_.

a) choose how many columns and rows are plotted in your chart

b) select a location for the chart

c) insert the chart data

d) select the type of chart to create

Ans: d

Difficulty: Easy

Section Ref: Building Charts

2. If you do not have Excel on your computer, PowerPoint uses what program to create charts?

a) Microsoft Word

b) Microsoft Graph

c) Microsoft Visio

d) Microsoft Charting

Ans: b

Difficulty: Easy

Section Ref: Building Charts

3. How do you adjust the range border?

a) Click in the Range Border box and supply the correct cell reference.

b) Drag the range border to fit around the data to be charted.

c) Collapse the range border and indicate new cell references.

d) Double-click the range border’s sizing handle.

Ans: b

Difficulty: Medium

Section Ref: Building Charts

4. Which of the following changes might cause your chart to lose data?

a) changing a clustered column chart to a stacked column chart

b) changing a column chart to a pie chart

c) changing a 2D pie chart to a 3D pie chart

d) changing a column chart to a bar chart

Ans: b

Difficulty: Hard

Section Ref: Building Charts

5. Which Ribbon tab gives you options for changing a chart type or applying a preformatted layout?

a) Chart Tools Design

b) Chart Tools Layout

c) Chart Tools Format

d) Insert

Ans: a

Difficulty: Medium

Section Ref: Building Charts

6. What kind of chart is good for comparing values side-by-side from multiple data series?

a) line

b) pie

c) surface

d) column

Ans: d

Difficulty: Medium

Section Ref: Workplace Ready: Choosing the Right Type of Chart

7. Which type of chart draws its data from only a single column or row of data?

a) column

b) bar

c) pie

d) line

Ans: c

Difficulty: Hard

Section Ref: Workplace Ready: Choosing the Right Type of Chart

8. What types of charts can show the relationship of an individual category to the sum of all values?

a) column and bar

b) pie and area

c) bar and line

d) column and line

Ans: b

Difficulty: Medium

Section Ref: Workplace Ready: Choosing the Right Type of Chart

9. Which of the following is *not* a type of chart you can create in PowerPoint?

a) surface

b) column

c) bubble

d) lever

Ans: d

Difficulty: Medium

Section Ref: Building Charts

10. Which of the following is a data marker?

a) all of the columns for a particular category

b) one point on a line chart

c) two slices of a pie chart

d) none of the above

Ans: b

Difficulty: Medium

Section Ref: Building Charts

11. How do you select a data series on a chart?

a) Click on the first marker, hold down Ctrl, and click the remaining markers for that series.

b) Click on any data marker for that series.

c) Hold down Shift and double-click all markers for the series.

d) Both b and c

Ans: b

Difficulty: Medium

Section Ref: Modifying Chart Data and Elements

12. Which of the following is *not* a command on the Chart Tools Layout tab?

a) Chart Title

b) Gridlines

c) Markers

d) Axis Titles

Ans: c

Difficulty: Hard

Section Ref: Modifying Chart Data and Elements

13. Which of the following alignment options can you choose for an axis title?

a) Horizontal

b) Stacked

c) Rotate all text 270°

d) all of the above

Ans: d

Difficulty: Medium

Section Ref: Modifying Chart Data and Elements

14. You can resize and move a chart using \_\_\_\_\_\_\_\_\_\_.

a) commands on the Chart Tools Layout tab

b) the chart’s hatched border

c) the chart’s container border

d) commands on the Chart Tools Format tab

Ans: c

Difficulty: Medium

Section Ref: Manually Formatting a Chart

15. You can fill the chart area with a \_\_\_\_\_\_\_\_\_\_.

a) theme color

b) texture

c) picture

d) all of the above

Ans: d

Difficulty: Easy

Section Ref: Manually Formatting a Chart

16. You can \_\_\_\_\_\_\_\_\_\_ any chart element to access a command that will give you options for formatting the element.

a) right-click

b) click

c) double-click

d) Both a and c

Ans: a

Difficulty: Medium

Section Ref: Manually Formatting a Chart

17. What control would you use in the Format Data Series dialog box to move columns in a column chart further apart?

a) Column Overlap

b) Gap Width

c) Data Spacing

d) Series Spacing

Ans: b

Difficulty: Moderate

Section Ref: Manually Formatting a Chart

18. Which of the following is *not* a standard legend position?

a) Inside

b) Bottom

c) Right

d) Left

Ans: a

Difficulty: Medium

Section Ref: Manually Formatting a Chart

19. A \_\_\_\_\_\_\_\_\_\_ consists of all of the data points for a particular category, such as all the columns for Quarter 1 values.

a) Data marker

b) Data series

c) Data point

d) Plot area

Ans: b

Difficulty: Medium

Section Ref: Building Charts

20. A \_\_\_\_\_\_\_\_\_\_\_\_ is a single column or point in a series.

a) Value axis

b) Data series

c) Data point

d) Plot area

Ans: c

Difficulty: Medium

Section Ref: Building Charts

21. A(n) \_\_\_\_\_\_\_\_\_ chart shows the relationship of an individual category to the sum of all categories.

a) Line

b) Area

c) Bar

d) Pie

Ans: d

Difficulty: Easy

Section Ref: Building Charts

22. To change the minimum and maximum values on the chart's value axis,

a) Double-click one of the numbers on the value axis to open the Format Axis dialog box.

b) Click the Range button on the Chart Tools Format tab.

c) Right-click the data point with the highest value and click Set.

d) Right-click the data point with the lowest value and click Set.

Ans: a

Difficulty: Medium

Section Ref: Modifying Chart Data and Elements

23. To resize a chart, drag one of its

a) Data points

b) Selection handles

c) Axis labels

d) Rotation handles

Ans: b

Difficulty: Easy

Section Ref: Manually Formatting a Chart

24. To move a chart:

a) Drag a selection handle

b) Drag the chart's title

c) Drag any data point.

d) Drag its border but not on a selection handle

Ans: d

Difficulty: Easy

Section Ref: Manually Formatting a Chart

25. To select a particular piece of a chart for formatting, use the \_\_\_\_\_\_\_\_\_\_ list in the Current Selection group on either the Chart Tools Layout or Chart Tools Format tab.

a) Chart Elements

b) Select

c) Active

d) Formatting

Ans: a

Difficulty: Hard

Section Ref: Manually Formatting a Chart

26. To add a border to the chart area, select it and then click the Border Color button on the \_\_\_\_\_\_\_\_\_\_\_ tab.

a) Chart Tools Design

b) Chart Tools Layout

c) Chart Tools Format

d) Chart Tools Options

Ans: c

Difficulty: Medium

Section Ref: Manually Formatting a Chart

27. To make the bars in a chart appear beveled, on the Chart Tools Format tab, click the \_\_\_\_\_\_\_\_ button, point to Bevel, and click the desired bevel style.

a) Shape Effects

b) Bar Options

c) WordArt

d) Gridlines

Ans: c

Difficulty: Easy

Section Ref: Manually Formatting a Chart

True/False

28. If you paste an Excel chart on a slide, the chart maintains a link to the Excel worksheet.

Ans: True

Difficulty: Medium

Section Ref: Building Charts

29. When you apply a Quick Style to a chart, effects apply to the legend as well as the data series.

Ans: True

Difficulty: Medium

Section Ref: Formatting Charts with Quick Styles

30. Chart worksheet data is lost if you close the worksheet while working on a chart, but you can reactivate the data by exporting it from PowerPoint.

Ans: False

Difficulty: Medium

Section Ref: Modifying Chart Data and Elements

31. The chart area is the same as the plot area.

Ans: False

Difficulty: Medium

Section Ref: Manually Formatting a Chart

32. All charts must display legends.

Ans: False

Difficulty: Medium

Section Ref: Manually Formatting a Chart

33. You can create a chart from the content placeholder on a Title and Content slide layout.

Ans: True

Difficulty: Easy

Section Ref: Building Charts

34. To apply a quick style to a chart, click the More button in the Chart Styles group on the Chart Tools Design tab.

Ans: True

Difficulty: Medium

Section Ref: Formatting Charts with Quick Styles

35. To reposition the legend on a chart, you can drag it to any position within the chart area.

Ans: True

Difficulty: Easy

Section Ref: Modifying Chart Data and Elements

36. The chart area is the part of the chart that is directly behind the data points, excluding optional elements like the legend and the chart title.

Ans: False

Difficulty: Medium

Section Ref: Manually Formatting a Chart

37. The plot area is the entire chart, including all optional elements such as legend and chart title.

Ans: False

Difficulty: Medium

Section Ref: Manually Formatting a Chart

38. Charts do not have either a border or a fill by default.

Ans: True

Difficulty: Medium

Section Ref: Manually Formatting a Chart

Fill-in-the-blank

39. \_\_\_\_\_\_\_\_\_\_ are visual representations of numerical data.

Ans: Charts

Difficulty: Easy

Section Ref: Building Charts

40. When a chart is selected, you can find the button that will allow you to change chart types on the \_\_\_\_\_\_\_\_\_\_ tab.

Ans: Chart Tools Design

Difficulty: Hard

Section Ref: Building Charts

41. A(n) \_\_\_\_\_\_\_\_\_\_ chart is often used to compare individual items, especially duraations. Categories display on the vertical axis and values on the horizontal axis.

Ans: bar

Difficulty: Medium

Section Ref: Workplace Ready: Choosing the Right Type of Chart

42. When a chart is selected, you can find the Edit Data button on the \_\_\_\_\_\_\_\_\_\_ tab.

Ans: Chart Tools Design

Difficulty: Hard

Section Ref: Modifying Chart Data and Elements

43. A chart’s \_\_\_\_\_\_\_\_\_\_ explains what each data series shows.

Ans: legend

Difficulty: Easy

Section Ref: Manually Formatting a Chart

44. You can use tools on the \_\_\_\_\_\_\_\_\_\_ tab to change the size of text in a chart.

Ans: Home

Difficulty: Easy

Section Ref: Manually Formatting a Chart

45. Column, bar, pie, line, and scatter are all types of \_\_\_\_\_\_\_\_\_\_\_.

Ans: charts

Difficulty: Easy

Section Ref: Building Charts

46. To edit a chart's data, select the chart, and then on the Char Tools Design tab, click the \_\_\_\_\_\_\_ button in the Data group. The data worksheet opens in Excel.

Ans: Edit Data

Difficulty: Medium

Section Ref: Modifying Chart Data and Elements

47. To show the numeric value of each slide of a pie chart, turn on the \_\_\_\_\_\_\_\_\_\_\_\_\_ for the chart.

Ans: Data labels

Difficulty: Medium

Section Ref: Modifying Chart Data and Elements

48. To adjust the amount of empty space between data series on a column chart, change the \_\_\_\_\_\_\_\_\_\_ setting.

Ans: Gap width

Difficulty: Hard

Section Ref: Manually Formatting a Chart

49. To make a part of a chart into a hyperlink, select that chart element and then on the \_\_\_\_\_\_\_\_\_ tab, click Hyperlink.

Ans: Insert

Difficulty: Medium

Section Ref: Manually Formatting a Chart

Short Answer

50. What gallery allows you to choose a preformatted arrangement of chart elements to modify a default chart?

Ans: Chart Layouts

Difficulty: Medium

Section Ref: Building Charts

51. If you right-clicked on an axis title, what command would you see on the shortcut menu to allow you to change the title’s formats?

Ans: Format Axis Title

Difficulty: Medium

Section Ref: Modifying Chart Data and Elements

52. What command can you usually find at the bottom of a chart element menu that gives you further choices on applying that element?

Ans: More Options

Difficulty: Hard

Section Ref: Modifying Chart Data and Elements

53. What tab gives you options for changing a chart’s fill or border formats?

Ans: Chart Tools Format

Difficulty: Medium

Section Ref: Manually Formatting a Chart

54. If you have selected an axis title, what button in the Current Selection group would allow you to modify the title?

Ans: Format Selection

Difficulty: Hard

Section Ref: Manually Formatting a Chart

55. What do you call the inner area of the chart, where the data markers are placed?

Ans: plot area

Difficulty: Medium

Section Ref: Manually Formatting a Chart

56. What dialog box allows you to apply a number format to axis labels?

Ans: Format Axis

Difficulty: Medium

Section Ref: Manually Formatting a Chart

Essay

57. How do PowerPoint and Excel interact to create a chart on a slide?

Ans: After you choose a chart type, Excel opens to allow you to insert the data for the chart. You work with Excel’s charting capability to create the chart.

Difficulty: Medium

Link: Building Charts

58. What is the importance of the Excel range border?

Ans: The range border indicates what data will be plotted in the chart. The border must surround all the data to be charted, and only that data, or the chart will contain unnecessary columns or blank rows.

Difficulty: Hard

Section Ref: Building Charts

59. How can you create charts in PowerPoint if you do not have Excel installed?

Ans: PowerPoint will use Microsoft Graph instead, the charting application used in previous versions of PowerPoint.

Difficulty: Medium

Section Ref: Modifying Table Layout

60. Describe how you would use existing Excel data to create a chart, rather than key new data.

Ans: After Excel opens with the sample data for a new chart, use the Excel Open command to open the workbook that contains the data you want to use. In PowerPoint, click the Select Data button to open the Select Data Source dialog box. Collapse the dialog box and select the desired data, then enlarge the dialog box again. Click OK to build the chart from the selected data.

Difficulty: Hard

Section Ref: Building Charts

61. You want to show how much of the total contributions each member of your fundraising team has brought in. What kind of chart should you use, and why?

Ans: You would use a pie chart. A pie chart will show the total contribution and how much of that total each team member was responsible for.

Difficulty: Medium

Section Ref: Workplace Ready: Choosing the Right Type of Chart

62. What happens when you click the Switch Row/Column button?

Ans: The legend entries and the horizontal axis labels switch places as column data is plotted as row data and vice versa.

Difficulty: Medium

Section Ref: Modifying Chart Data and Elements

63. You think the gridlines on your chart add unnecessary clutter. How would you get rid of them?

Ans: With the chart selected, click the Chart Tools Layout tab, click the Gridlines button, click Primary Horizontal (and/or Vertical) Gridlines, and click None.

Difficulty: Medium

Section Ref: Modifying Chart Data and Elements

64. What does a data label show?

Ans: A data label shows the value that is actually being plotted by a specific data marker.

Difficulty: Medium

Section Ref: Modifying Chart Data and Elements

65. How would you resize a chart to maintain its current ratio of width to height?

Ans: Hold down Shift while dragging a corner handle.

Difficulty: Medium

Section Ref: Manually Formatting a Chart

66. What Table Tools Format tab option helps you determine whether you have selected the chart element you want to format?

Ans: The Chart Elements list on the Table Tools Format menu shows you the currently selected object. You can also click an element on this list to select it.

Difficulty: Hard

Section Ref: Manually Formatting a Chart

67. How do you select a single data marker?

Ans: Click once on the data marker to select the entire data series, and then click again on the marker to change the selection to only that marker.

Difficulty: Medium

Section Ref: Manually Formatting a Chart

68. Describe how you could emphasize a chart’s data series by animating the chart.

Ans: Select the chart, display the Custom Animation task pane, and choose an effect. Right-click the effect in the animation list, click Effect Options, and click the Chart Animation tab. Use the settings on this tab to control how the data displays.

Difficulty: Hard

Section Ref: Manually Formatting a Chart

69. When would you consider moving a chart’s legend above or below the chart?

Ans: If the chart has only a few data series, the legend will take up less room at the top or bottom of the chart.

Difficulty: Easy

Section Ref: Manually Formatting a Chart

70. You would like to emphasize your chart’s title. How could you make the text larger and heavier?

Ans: Click the chart title to select it. Display the Home tab, click the Font Size list, and select a larger point size. Then click the Bold button.

Difficulty: Easy

Section Ref: Manually Formatting a Chart